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ABSTRACT

This book is designed to help workers plan for success on the job in a changing workplace and increasingly global economy. The following are among the topics discussed in the book's 12 chapters: understanding the changing job scene (foreign competition, technological change, new styles of management, jobs of the future); attitudes (developing and maintaining positive attitudes, reaching full potential, dealing with life's changes); human relations at work (productivity, teamwork, listening skills, working with others); being a good employee; setting goals; understanding the organization (formal and informal chains of command, communication networks, mentors and advocates); working for your boss (knowing your boss, helping your boss succeed, making your boss' job easier); dealing with job challenges (making friends as a new employee, watching out for the rumor mill, coping with criticism, dealing with anger and frustration, avoiding boredom, responding to prejudice and discrimination); self-improvement (continuing learning, lifelong learning, community classes and organizations, learning from media); planning for success; becoming a supervisor, and considerations in changing jobs. Each chapter contains objectives and study questions. Also included are a glossary and subject index. (MN)

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